

AXMINSTER TOWN COUNCIL

Members of the Operations Committee: Cllr. Walden (Chair); all other members of Council are also effective members of this committee as per resolution of the Council

The Guildhall,
Axminster,
Devon.

10 June 2026

Dear Councillor,

You are hereby summoned to attend a meeting of the Operations Committee which will take place on Monday 15th June 2026 **at 7.00 p.m.** at the Axminster Guildhall.

This meeting will be recorded and those recordings will be held for one year by the Town Council.

If members of the public make a representation to the meeting, they will be deemed to have consented to being audio recorded. If you wish to speak during public forum session, please raise your hand and wait to be invited to speak by the Chair.

Members and the public are reminded that **remarks and representations must be addressed through the person chairing the meeting.**

Voting will take place by show of hands and the Chair will indicate that the votes have been noted.

Members are reminded:

- a) Of their obligation to **declare the existence and nature of any personal interests** they may have in any items to be considered at this meeting and to **withdraw if it is a pecuniary one.***
- b) That in reaching decisions they should take into consideration the Town Council's decision to reduce its carbon footprint in the light of the **climate/environment emergency.***
- c) To ensure that their discussions include full consideration of the points set out in the Town Council's **risk management** strategy.*

Public Forum session (limited to 15 minutes or at Chair's discretion)

OC26/038

To elect a Chair of the Operations Committee.

OC26/039

To elect a Vice-Chair of the Operations Committee.

OC26/040

To note members of the committee present.

OC26/041

To note and, if thought fit, to approve apologies (and reasons for absence).

(LGA 1972 S.85 (1))

OC26/042

To note members of the committee not otherwise in attendance and to consider any additional apologies for absence.

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OC26/043

To receive any declarations of interest from members of the committee in relation to items of business on this agenda and to note any dispensations previously afforded.

This does not preclude the need for members to declare any additional interests that may arise during the meeting.

OC26/044

To consider and, if thought fit, approve the minutes of the Operations Committee meeting held 23rd March 2026 and to consider any matters arising (*not included within this agenda as business to be attended to.*)

OC26/045

To consider any matters listed on this agenda that Councillors consider should be dealt with as confidential business as per the provisions of The Public Bodies (Admission to Meetings) Act 1960. [see agenda items OC26/058 to 060(IC)]

OC26/046

To consider revised draft wording for committee Terms of Reference.

Operations Committee business to be considered:

OC26/047

To consider matters pertaining to The Guildhall;

To receive update reports on previous actions/decisions regarding that building:

Update report (from Clerk/RFO) on previous committee meetings.

i) Thermal blinds / screen installation in main hall and Jubilee Room as part of ongoing Guildhall CAF decarbonisation project (match funding balance).

ii) Jubilee Room storage area and tech booth.

iii) Creation of COSHH storage amenity cupboard on ground floor.

iv) Purchase of volunteer locker amenity (to be sited in main hall storage area).

v) Sound desk / AV replacement for enhanced performances and functionality.

vi) Guildhall CCTV update.

vii) Asbestos Survey report from Clerk.

viii) Emergency Lighting / external perimeter lighting (update report from Clerk).

ix) Provision of heating in WC areas.

x) To ratify expenditures made under officer delegated authority;

a) Replacement of WC sanitaryware in ground floor gents toilets - £565

b) Repairs to Town Council main noticeboard at Guildhall frontage - £534

OC26/048

To consider matters pertaining to Town Amenity and services and to receive update reports on previous actions/decisions regarding amenities in the town and parish:

- i) Town Centre CCTV upgrades / enhancements / extensions (update interim report).
- ii) Millwey Rise Play extension (update report).
- iii) Old Courthouse bench asset re-purposing and re-location report.
- iv) Civic Regalia repair / refurbishment proposals.
- v) Request from Raymonds Hill / Crewkerne Road community group for additional VAS amenity with data capture facility (which can also be used elsewhere in the town for traffic management purposes).
- vi) To note and consider RBL Remembrance Day parade correspondence.
- vii) Defibrillator pad replacements and unit servicing options.
- viii) To ratify expenditures made under officer delegated authority;
 - a) *Replacement of glass panel in Trinity Square bus stop - £341*

OC26/049

To consider matters pertaining to allotments;

To receive update reports on previous actions/decisions regarding town allotments:

Update report (from Clerk/RFO) on previous committee meetings.

- i) To consider officer recommendation to freeze allotments rents (at FY26-27 level [based upon new banding criteria]) for the FY27-28 allotment year (effective from October 2027).

OC26/050

To consider matters pertaining to the Town Cemetery (Chard Rd) and to receive update reports on previous actions/decisions regarding the cemetery:

- i) To consider any matters pertaining to the Town Council cemetery.*

OC26/051

To consider matters pertaining to the Town Orchard and Wildflower Meadow (Chard Rd):

- i) To consider any matters pertaining to projects at this Town Council amenity site.*

OC26/052

To consider any matters pertaining Axminster Town Council Emergency Planning protocol/policy, and the ongoing activity and involvement of the Axminster Emergency Plan Working Group.

OC26/053

To consider any matters pertaining to parish footpaths, bridleways and other related P3 issues, and to receive update reports from the Clerk on that subject:

OC26/054

To consider any matters pertaining to Jubilee Field amenity:

To receive update reports from the Clerk on that subject:

Update report (from Clerk/RFO) on previous committee meetings.

OC26/055

Presiding Chair's Announcements / Matters of Urgency for discussion only to be noted:

OC26/056

Date of next scheduled meeting(s) for the Operations committee:

Next meeting: 7th September 2026

Future meetings: See 2026/27 meeting calendars available online

OC26/057

Recommendation: that the press and public be excluded from the meeting for the following items of business under Section 100(A)(4) of the Local Government Act 1972 on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 3 of Schedule 12A of the Act namely, the financial affairs or business affairs or employment affairs of the Town Council by virtue of the fact that the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Matters to be considered in closed committee session:

The items of business listed below and any others from this agenda to be agreed upon by members of the committee if and when appropriate (see OC26/045)

OC26/058 (IC)

To consider matters pertaining to the honorary civic role of The Town Crier.

This topic is deemed confidential as it involves legal / financial matters between Axminster Town Council and a 3rd party.

OC26/059 (IC)

To consider a matter pertaining to Jubilee Field curtilage and assets.

This topic is deemed confidential as it relates to matters involving a 3rd party.

OC26/060 (IC)

To consider a matter pertaining to Axminster Town Council Woodbury Park allotments.

This topic is deemed confidential as it relates to matters involving a 3rd party.

With no further business to be considered, the presiding Chair will draw the meeting to a close.

Paul Hayward

Paul Hayward

TOWN CLERK

10th June 2026

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